|  |  |
| --- | --- |
| Project Title: |  |
| Staff Name: |  |
| School/Section: |  |
| Please find below an example of a script and storyboard format that will support your video production.  The script section is recommended, while the storyboard section is optional depending on the content of the video.  Filming/Production: If you require CLIPP staff to arrange casting (hiring actors), location scouting and other pre-production aspects, film or edit your project, please complete a [video services request form](https://federation.edu.au/staff/learning-and-teaching/digital-production/video-production/video-form) prior to commencing.   Please feel free to contact a CLIPP staff member if you need assistance (see page 2). | |
| Audio (Script) | **Visuals/Storyboard** |
| EXAMPLE:  *[Introduction]*  *Hello, I am…*  *Today I will be discussing  the theory of…*  *We will look at the practical application of this theory as it relates to…*  *In this video you will see a number of demonstrations that will help you  understand how…* | **EXAMPLE:**  Location: Subject X’s office.  MS (Mid-shot): Subject X sitting behind desk.  Props: Books related to subject to appear on the shelf behind Subject X desk.  Visual effects (to be added later in post-production):  3 dot points to appear in the background – list points here. |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Submit this form to a CLIPP staff member or your dedicated school Learning Designer | |
| Please email this form back to the appropriate staff member at your campus.   * Your school Learning Designer * Video Production Team: Eammon Jones [Ballarat/Wimmera] [*e.jones@federation.edu.au*](mailto:e.jones@federation.edu.au) * Video Production Team: Jaimee Westin [Ballarat/Wimmera] [*j.westin@federation.edu.au*](mailto:j.westin@federation.edu.au) * Video Production Team: Charlie Duddridge [Gippsland]: [*charlie.duddridge@federation.edu.au*](mailto:charlie.duddridge@federation.edu.au) | |